



## **Town of Riverhead Building Department**

755 East Main Street, Riverhead, New York 11901

(631) 727-3200 Ext. 213, 268, 266, 283

Fax: 631-208-8039

Leroy E. Barnes, Jr.

*Building Department Administrator*

Sharon E. Klos  
Building Permits Coordinator

Richard E. Gadzinski  
*Electrical Inspector*

Jack Wherry  
*Inspector*

Richard P. Podlas  
Building Inspector

Mark Griffin  
*Inspector*

### **Required information to obtain a duplicate Certificate of Occupancy and/or a Letter of Pre-existing use.**

1. Survey showing all current structures on premises.
2. Suffolk County Tax Map number of parcel.
3. Name and address of current owner.
4. Phone number of someone to contact during working hours.
5. Smoke detector/Carbon Monoxide detector affidavit must be completed, signed and notarized.
6. Information sheet must be completed.
7. The fee is \$150.00 per signed Certificate of Occupancy and/or Duplicate Certificate of Occupancy.
8. It takes four (4) or five (5) working days to complete the search.

**Town of Riverhead  
Suffolk County, New York**

**Duplicate Certificate of Occupancy and/or a Letter of Pre-Existing Use**

Date: \_\_\_\_\_ TM# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Approved By: \_\_\_\_\_ Fee: \_\_\_\_\_ Receipt No. \_\_\_\_\_

I am requesting a letter or pre-existing use and/or duplicate Certificate of Occupancy for the listing below I am requesting it for the following reason:

***Information listed is to determine if a Smoke detector affidavit is required:***

- ☐ Sale of property
- ☐ Refinance of property
- ☐ For my own records
- ☐ Section 8 housing requirements
- ☐ For rental use

Name of person who is requesting information \_\_\_\_\_  
\_\_\_\_\_

Property owners name \_\_\_\_\_

Location of property \_\_\_\_\_  
\_\_\_\_\_

Suffolk County Tax Map Number: Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Telephone number of someone we can contact during working hours:  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Sworn before me on this day \_\_\_\_\_

of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

